

Personnel Support Detachment Jacksonville ID Card Section

Building 789, corner of Birmingham Avenue and Child Street.

(904) 542-3633

Office Hours - 7:30 a.m. – 4 p.m., Monday through Friday

Appointments can be made at: <http://appointments.cac.navy.mil> from 8 a.m. to 3 p.m.

If coming on a walk-in basis please arrive before **3 p.m.** Depending upon customer flow, we stop accepting any new walk-in's once we have reached our maximum number of customers we are able to service for that day.

Required Documentation

Adding a new dependent to DEERS:

All enrollments must be done by the sponsor unless a valid power of attorney is presented.

Newborn: Birth certificate or hospital proof of live birth, Social Security Card (if applicable)

Child: Birth certificate, Social Security Card.

Voluntary Acknowledgement of paternity will be required to enroll an illegitimate child of a male sponsor

Spouse: Birth certificate, Social Security Card, marriage license and driver's license

Renewing ID:

Common Access Cards (CAC): Two valid forms of ID (unexpired)

If CAC is lost an approved request chit (military) or a memo from place of employment (contractors and civilians) is required. To replace a stolen CAC, members must present a police report.

Dependents: Two valid forms of ID (unexpired), sponsor present / power of attorney/DD Form 1172 signed by sponsor and notarized.

Under age 18 only one valid form of ID is required.

Full time students age 21-23 must be attending an accredited institute of higher learning working towards an associate's degree or higher. Students must present a letter from the school stating full time status and anticipated graduation date. Sponsors must be providing over 50 percent monetary support to dependent to be eligible.